

EDGEFIELD COUNTY GOVERNMENT
Data Entry/Tax Clerk

Edgefield County is seeking qualified applicants for the position of Data Entry/Tax Clerk in the Tax Assessor's office. Job requirements include registering mobile homes; maintaining files; receiving payments; assisting customers and other duties as required. Clerical accuracy, mathematical proficiency, and the ability to communicate courteously and effectively are essential job skills. The starting salary for this position is \$23,127 or greater, depending on qualifications. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as criminal background checks. This position will remain open until filled by a qualified applicant. Applications may be obtained at the Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC or on our website at www.edgefieldcounty.sc.gov

EQUAL OPPORTUNITY EMPLOYER